

The International Chamber of Commerce (ICC) is a world business organization. ICC has founded in 1919 in Paris France. The ICC Sri Lankan Chapter was formed in 1954. Its objective is to promote free trade among countries.

ICC facilitates Trade and Investments across borders on behalf of enterprises from all sectors in every part of the world, promoting an alternate Dispute Resolution system.

ICC has Consultative Status with United Nations and its specialized agencies and it acts as the spokesman for international business. We have national committees in over 130 countries including Sri Lanka. ICC Sri Lanka is a national chapter of the International Chamber of Commerce.

1. Senior Manager for ICC Sri Lanka (COO designate)

Experience:

- The Individual should have minimum 5 years of experience in a reputed Organization in a similar capacity.
- Preferably with knowledge in Import Export Trade facilitation, Arbitration, Office Administration, Management.
- Organizing Seminars and Conferences
- Marketing and Promoting
- Presenting to the Board
- Drafting Board minutes of Subcommittees

Qualifications:

Should possess academic and professional qualifications from recognized institutions, or a minimum of 10 years' experience in the above areas.

Minimum skills:

- Should be fluent in English and IT skills and communicate via Zoom and Teams.
- Preferably with a knowledge of Designing Flyers, News Letters etc,
- Having exposure to other languages would be an added advantage.

2. Intern/ Management Trainee

The candidate should be a team player, have a win-win attitude and have good communication skills. Fluency in English is essential.

Great opportunity for Fresh graduates / School leavers with a minimum of 3 A/L passes.

Candidates who have experience as a member of a society such as Interact Club or any other school social club and have knowledge in designing, and coordinating flyers and newsletters and the ability to manage online communication platforms (Zoom & Teams) will have an added advantage.

3. Trainee Accounts executive

4. Junior Secretary

Remuneration:

- Remuneration is negotiable – Depending on the skills and experience.
- Please apply with the present salary and the expected remuneration.

If you believe that you can take on one of these challenging positions, please forward your CV with two non-related referees to the email addresses below.

Suncity Building, Unit 2B/2/2, No. 18, St. Anthony's Mawatha, Colombo 03.

Secretary - ICC Sri Lanka secretary@iccsrilanka.com or

Admin - ICC Sri Lanka admin@iccsrilanka.com